**Name:_____ Class_____ Hour_____**

# Late Work Procedures

**I. Turning in Late Work**

1. **Any work that is not tuned when the teacher collects the assignment must be turned in with this cover page.**
2. Paper clip this page to the **top** of the assignment.
3. In the space provided give a title to the assignment (p. 234, 1-5), list the date it was turned in, and the reason for the delay in turning in the work.
4. The teacher will grade the assignment, mark it as excused or unexcused, and return it to you in a timely fashion.

**II. Grading of Late Work:**

1. If work is late due to an absence, it will receive full credit as long as it is turned in according to the following guidelines.
   a. **If you are absent the day the assignment is due, it should be handed in on the day you return.**
   b. **If you are absent the day the work is assigned, you have one class day to make up the work for full credit.**
2. If work is late due to other reasons, you may turn it in one day late for a maximum of 70 percent credit.
3. Work turned in more than one day late will receive a grade of 0.

| Assignment Name | Date Turned In | Reason for Lateness | E or U |
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